



# City of Tukwila

12424 - 42<sup>nd</sup> Avenue S., Tukwila, WA 98168

## Volunteer Program

206-768-2822

### VOLUNTEER POSITION OPENING

|                              |  |
|------------------------------|--|
| <b>POSITION</b>              | Volunteer Office Aide  |
| <b>CITY DEPARTMENTS</b>      | Finance Department and Tukwila Municipal Court<br>6300 Southcenter Blvd, Tukwila WA 98188  |
| <b>POSITION STATUS</b>       | Open Year Round  |
| <b>MINIMUM AGE</b>           | Must be at least 18 years old.   |
| <b>TASKS &amp; DUTIES</b>    | Data entry, photocopying, shredding, filing, stuffing envelopes and other basic office tasks as needed.  |
| <b>TRAINING PROVIDED</b>     | Basic orientation to computer programs, filing and phone system.   |
| <b>SUPERVISION RECEIVED</b>  | Volunteer will work under the direction of City staff.   |
| <b>PHYSICAL REQUIREMENTS</b> | Standing, sitting, talking, seeing, hearing, reading, comprehending and ability to follow directions.  |
| <b>ASSIGNMENT STATUS</b>     | Long Term  |
| <b>DAYS/HOURS</b>            | 2-4 hours per week. Hours are flexible. Tuesdays, Thursdays and Fridays, between the hours of 10:00am and 3:00pm, as arranged between the volunteer and the City staff supervisor.   |
| <b>APPLICATION PROCESS</b>   | Complete a City of Tukwila Volunteer Application. Applications are available at the Tukwila Community Center (12424 42 <sup>nd</sup> Avenue South, Tukwila) or on the City of Tukwila website at <a href="http://www.tukwilawa.gov">www.tukwilawa.gov</a> . To request an application please call the Volunteer Program Office at TCC (206-768-2822).                          |
| <b>SELECTION GUIDELINES</b>  | All City of Tukwila Volunteers are subject to (at minimum) a Washington State Patrol Background Check. Upon successful background screening, applicants will interview with the Department Supervisor responsible for posting the volunteer position. The Department Supervisor will make a recommendation to accept or decline the applicant for the open volunteer position. |